



U.S. General Services Administration

# Federal Acquisition Service

## **Successful MAS Contracting: A Beginner's Field Guide**

**New Contractor Orientation**

**May 10-12, 2011**

An American flag is visible in the top left corner of the slide, showing the stars and stripes. The rest of the slide has a solid blue background.

## Benefits of Your MAS Contract

- Mirrors commercial buying practices
- Complies with all of the rules and regulations to assist customers in procuring products and services the right way
- Provides a fast, easy, and effective contracting vehicle to do business with Federal Agencies and other eligible customers, allowing you to firmly establish your presence in the federal marketplace

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## How to be a Successful Contractor

- Chapter 1 – Introduction
- Chapter 2 – Getting Started
- Chapter 3 – Sales
- Chapter 4 – Business Development Resources
- Chapter 5 – Modifications
- Chapter 6 – Contractor Relationships
- Chapter 7 – Other Responsibilities
- Chapter 8 – Hot Topics

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## Chapter 1: Introduction

- Definitions of Success
- Federal Acquisition Service (FAS) Personnel
- Contractor Assistance Visits (CAVs)
- MAS Contractor Report Card

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## Success

- Success through the customer's eyes
  - On time, on budget
- Success through the Contractor's eyes
  - Making sales, developing business
- Success through GSA's eyes
  - Right product or service, delivered on time, at or below contract price, complying with Terms and Conditions

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## FAS Personnel

- Procurement Contracting Officer (PCO)
  - Awards your contract
  - Handles day-to-day contracting issues
  
- Administrative Contracting Officer (ACO)
  - Tracks Industrial Funding Fee (IFF) payments
  - Oversees Quarterly Sales Reporting
  - Assists with other compliance issues
  - ACO Locator: [http://vsc.gsa.gov/vsc/pco\\_aco.cfm](http://vsc.gsa.gov/vsc/pco_aco.cfm)
  
- Industrial Operations Analyst (IOA)
  - Conducts Contractor Assistance Visits (CAV)
  - Monitors overall contract compliance
  - Provides general business development resources

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## CAV: Basics

- Contractor Assistance Visit (CAV)
  - Performed by your IOA
  
- Objectives
  - Explain the Terms and Conditions of your contract
  - Assist with your questions or concerns
  - Identify potential problems
  - Gather contractor performance data
  - Verify sales tracking system and processes
  
- Frequency
  - Generally two (2) times during each five (5) year contract term

# CAV: Participants



- Your Company
  - MAS Contract Administrator
  - Other relevant personnel responsible for contractual functions (e.g. sales, marketing, order tracking, IFF remittance, etc.)
- GSA
  - Industrial Operations Analyst (IOA)

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## Contractor Report Card: Introduction

- A rating of your current level of compliance with MAS Terms and Conditions – think of it as a “snapshot” in time
- Objectives
  - To keep you informed on your level of compliance with your MAS contract Terms and Conditions
- Frequency
  - Generally two (2) during each five (5) year contract term

## Contractor Report Card: Purpose

- The CAV report and report card are just two of the many factors used by your PCO to determine whether or not to exercise option periods
- Keep in mind that the contractor report card is an educational tool, not a punitive measure



# Contractor Report Card

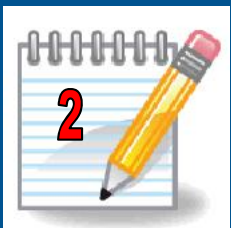
- Report card example
  - <https://vsc.gsa.gov/reportcard/reportcard.pdf>
- Question Categories
  - Category 1 - Critical
  - Category 2 - Mandatory
  - Category 3 - Above and Beyond
- Ratings
  - Exceptional
  - Very Good
  - Satisfactory
  - Marginal
  - Serious Concerns Exist



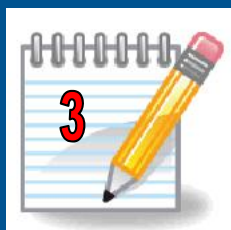
# Contractor Report Card: Categories



Category One Question



Category Two Question



Category Three Question

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## Chapter 2: Getting Started

- Price Lists
- Getting on GSA *Advantage!*®

## Price Lists: Requirements

- You are required to prepare, print, and distribute a paper price list by either...
  - Using your commercial price list, showing negotiated discounts, *and removing all items, terms, and conditions not accepted by the Government*; or
  - Using a price list specifically designed for your contract, including those items, Terms and Conditions accepted by the Government
  
- Always use your current PCO approved price list



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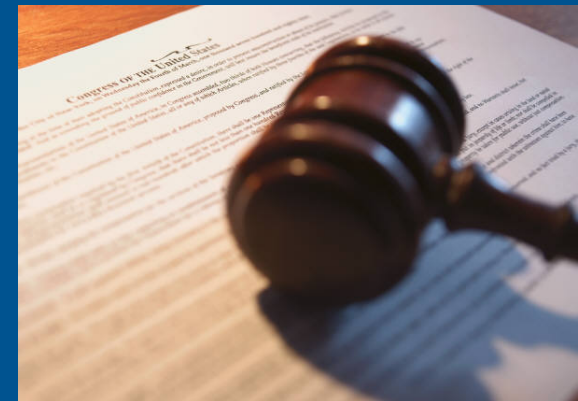
## Price List

- Update and distribute with each applicable ***approved*** modification
- Update billing/invoicing system to include new products, labor categories, and pricing
- Keep copies of all versions throughout your contract term for at least three years after contract expiration

# Price List Format

- Point-of-Contact information
- Prompt payment terms
- Contract items awarded and associated pricing
- Discounts from the list prices or statement of net prices
- Labor categories and descriptions
- Geographic coverage (delivery area)

***Reference clause I-FSS-600  
for all format requirements***



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## Distributing Your Price List

- Provide two copies to your PCO
  - 30 days after the date of contract award
  - 15 days following a modification, making sure to re-date your price list
- Send one copy to the National Customer Service Center, Bldg. No. 4, 1500 E. Bannister Road, Kansas City, MO 64131
- Send to any customer (including your IOA) upon request

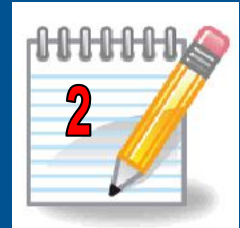
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## Distributing Your Price List

- Make sure your price list conveys
  - Expertise/strengths
  - Uniqueness
  - Convenient ways to contact you
  
- Print and widely distribute
  - No mailing list is provided by GSA
  
- Familiarize yourself with peak buying times

## Electronic Contract Price List

- You are required to upload your price list to *GSA Advantage!*® no later than six months after award
- Keep your *GSA Advantage!*® information up-to-date
- Electronic files must be complete, correct, readable and virus-free
- You are responsible for keeping all electronic catalog data up to date...remember, you want potential customers to find you



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## Getting on *Advantage!*®

- Register!
  - At <http://vsc.gsa.gov>
- Two Methods to Submit Catalog Data:
  - Schedules Input Program (SIP)
  - Electronic Data Interchange (EDI)
- <http://vsc.gsa.gov> – “Getting on *Advantage!*® ”

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## **Future of *Advantage!*®**

- Enterprise Acquisition Solutions (EAS)
  - End-to-End Electronic Contracting
  - Mandatory use of eMod/eOffer
  - Pilot Schedules

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## Getting on *Advantage!*® - SIP

- SIP is the GSA-provided software program that you can use to upload your GSA hard copy price list file
- Download the SIP program instructions at the Vendor Support Center by clicking on the tab “Getting on Advantage” and then click on the tab “Vendor Startup Kit” and the following links:
  - Download the SIP program by clicking on SIP -Down Load Software
  - Learn to use SIP correctly by taking advantage of SIP Training
- Do not delete the SIP program or fail to transfer it to your new hard drive—you’ll have to start from scratch
- Direct technical questions to the Vendor Support Center Help Desk (877)-495-4849 or [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)

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## Getting on *Advantage!*® - EDI

- EDI is the computer-to-computer exchange of business information using a public standard
- Methods
  - Commercial off-the-shelf packages
  - Value Added Networks (VANs)
  - 3<sup>rd</sup> party consultants
- If you are interested in learning more about EDI, check out the tabs under “Getting on Advantage®” or call the EDI Help Desk at 703-605-9444

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## Chapter 3: Sales

- Eligible Users
- Cooperative Purchasing
- Definition of a “Schedule Sale”
- Government Purchase Card
- Sales Tracking System and Reporting
- Industrial Funding Fee

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## Eligible Users

- GSA Order ADM4800.2G
  - Provides detailed information regarding those agencies, activities, and organizations that have been determined to be eligible to use GSA Schedule contracts
  
- Eligible users include:
  - Executive & Other Federal Agencies
  - Mixed-Ownership Government Corporations
  - The District of Columbia
  - State and Local Governments using IT Schedule 70 and Law Enforcement Schedule 84
  - “Cost Reimbursement” contractors

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## Eligible Users

### ➤ Other Considerations

- You **are obligated** to accept orders that are below the Maximum Order threshold from **all** executive agencies
- Maximum Order threshold refers to the dollar value of an order that signals to ordering activities that additional discounts or more favorable terms should be sought—it is not a ceiling
- You **are not obligated** to sell to those outside the Executive Branch, but be sure to -
  - Return purchase orders within 5 days
  - Return credit card orders within 24 hours

# Cooperative & Disaster Recovery Purchasing

- Cooperative Purchasing authorizes sales of IT Schedule 70 and Security Solutions Schedule 84 products and services to be made available to state and local governments
- Disaster Recover Purchasing authorizes sales of all products and services to state and local governments for use in Disaster Recovery
  - Includes all 50 states, counties, cities, municipalities, towns, townships, and public authorities
  - Contractor participation is established at time of award or through a contract modification
  - Sales to state and local governments must be tracked separately for reporting purposes
  - For more info, visit [www.gsa.gov/cooperativepurchasing](http://www.gsa.gov/cooperativepurchasing) or [www.gsa.gov/disasterrecoverypurchasing](http://www.gsa.gov/disasterrecoverypurchasing)

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## Indicators of a Schedule Sale

- The GSA contract number is stated on the purchase or task order
- The ordering information and terms are the same as your GSA contract
- The customer made contact with you through *GSA Advantage!®* or e-Buy
- The customer pays with the government purchase card for items on your contract
- The pricing is at or below the contract price
- There is no indication of any other procurement vehicle being used

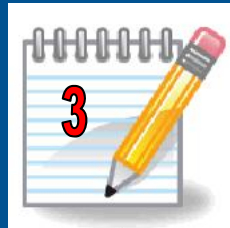
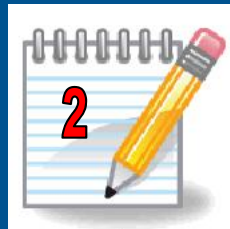
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## What is not a Schedule Sale

- Ask your customer whether or not they are using your GSA Schedule contract to place the order, and document the conversation and/or email for your files
  
- A sale is not reportable when contracts are clearly awarded using the procedures outlined in FAR Parts:
  - 12 - Other Agency Commercial Acquisitions
  - 13 - Simplified Acquisitions or FAR Part 13 on the order
  - 14 - Sealed Bid
  - 15 - Negotiated Bid

# Government Purchase Card

- Contractors are required to accept the card for all purchases up to the micro-purchase threshold (currently \$3000)
- Contractors are encouraged to accept the card for purchases above the micro-purchase threshold
- Benefits of accepting the card over \$3000
  - It's the preferred payment method of customers
  - You'll get paid...fast
  - Avoidance of costs associated with invoicing
- What to do in order to start accepting the card
  - If you already accept VISA or MasterCard, you're set
  - If not, you need to set up a merchant account
    - Contact your bank or other financial institution for more information on setting up a merchant account



# Credit Card Account Numbering System

## ➤ Purchase cards may be either VISA or MasterCard

- VISA cards will begin with either 4486, 4614 or 4716
- MasterCard cards will begin with 5565 or 5568
- Cards may be issued by US Bank, Citibank, or J.P. Morgan Chase.
- Cards will have two different designs

## ➤ More information



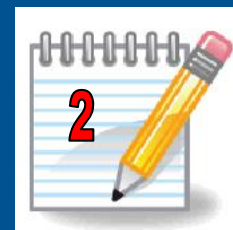
# Sales Tracking System

- Identifies, tracks, and reports GSA sales accurately and completely
  - Reports all transactions within the proper period
  - Retrieves data easily
  - Separates Schedule sales from other federal sales and commercial sales
- Remember that developing an acceptable sales tracking system is ultimately your responsibility
- Automation is not required but may be necessary - complexity usually depends on the number of sales transactions



# Invoicing and Prompt Payment Discounts

- Negotiated prompt payment discount terms in Schedules contracts are binding on the Contractor for all orders placed under the contract with one exception...
  - Payments made using the Governmentwide commercial purchase card
- All invoices must include the terms of any discount for prompt payment
- Note! Be sure to include your contract number on all MAS invoices. Be familiar with contract clause 52-212-4 which identifies additional invoicing requirements



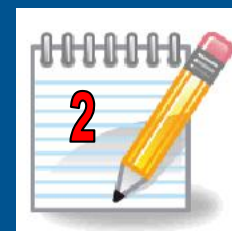


- |         |          |           |
|---------|----------|-----------|
| January | February | March     |
|         |          |           |
| April   | May      | June      |
|         |          |           |
| July    | August   | September |
|         |          |           |
| October | November | December  |
|         |          |           |

January	February	March
April	May	June
July	August	September
October	November	December

# Sales Reporting

- Sales reports must be submitted within 30 days after the quarter ends
- Even if you have no sales for the quarter, you must still file a \$0 sales report
- Sales are reported by Special Item Number (SIN)
- The 72a reporting system is online at <http://72a.gsa.gov>
  - See a demonstration of the system
  - Register your contract
  - Report your sales
  - Make sales adjustments



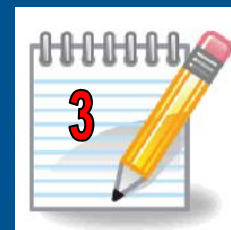
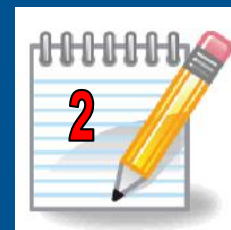
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## Industrial Funding Fee (IFF)

- The IFF of 0.75% is included in your awarded pricing
- The contract prices that you bill a customer must include the IFF
- The IFF is paid by your MAS customers for utilizing your MAS contract, but it is remitted by you on a quarterly basis

## Remitting the IFF

- Payment must be received within 30 calendar days after the quarter ends (not necessarily the last day of the month)
- GSA encourages contractors to pay the IFF via credit card or electronic check because this will be a requirement in the near future
- Electronically “Pay Now” to pay immediately after reporting sales, or return at a later date to “Pay Later”
- Visit <https://72a.gsa.gov/> for more information



Pay Now

Pay Later

# Remitting the IFF

## ➤ Methods of payment –

### Credit Card

- Make your IFF payment using any major credit card
- \$99,999.99 is the maximum

Pay by Credit Card	
Name on the card:	<input type="text"/>
Card billing address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="-----"/> ▼
Province, region, or country:	<input type="text"/> (Instead of state, if necessary)
Zip or postal code:	<input type="text"/>
Card type:	<input type="text" value="-----"/> ▼
Card number:	<input type="text"/>
Expiration date (MM/YYYY):	<input type="text"/>
Payment amount:	\$425.92
<p>A card authorization must be received <b>before midnight Eastern Time</b> if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</p>	
<input type="button" value="Continue"/> <input type="button" value="Quit"/>	

**Pay.gov** This page is provided by Pay.gov, which consists of services offered by the U.S. Treasury Department's Financial Management Service. [Notices & Agreement](#)


Your connection to Pay.gov ends after 30 minutes of server inactivity. [Request more time.](#)

# Remitting the IFF

## ➤ Methods of payment –

Online Check

- Make your IFF payment using your checking or savings account
- No dollar limits apply

Pay by Direct Debit	
Name on account:	<input type="text" value="ABC Incorporation"/>
Payment amount \$:	6,789.00
A Direct Debit payment must be less than \$100 million.	
Payment date: (MM/DD/YYYY)	09/09/2002
A direct debit authorization must be received before 3:55 PM Eastern Time if payment is to occur as early as the next day. If the Federal Reserve Banks are closed on a scheduled payment date (including weekends and many holidays), the payment will occur the next day those institutions are open.	
Enter the financial institution account type:	<input checked="" type="radio"/> Business Checking Account <input type="radio"/> Personal Checking Account <input type="radio"/> Personal Savings Account
We cannot debit certain accounts, including money market accounts and accounts that do not use American Banking Association routing numbers.	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
 Pay.gov consists of services provided to Federal agencies by the <a href="#">U.S. Treasury Department's Financial Management Service</a> . <a href="#">Notices and Agreement</a>	

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## Chapter 4: Business Development Resources

- eTools
- Researching Past Purchases
- Past Performance
- Subcontracting Opportunities
- Additional Procurement Opportunities
- Government Contacts
- GSA Logo
- Other GSA Resources

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## Schedules eLibrary

- Online source for the most up to date MAS contract SIN and Schedule information
- Market research tool
  - Potential customers can find you
  - You can research your competition and find potential team partners or subcontractors
- Keep your information current
  - Address: Update CCR
  - Phone Number: Update GSA *Advantage!*® file
  - Web address and email address: Update GSA *Advantage!*® file



**Welcome!** GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit [GSA.gov](http://GSA.gov).



## Search

 in **all the words** 

enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number

[View an Alphabetical Listing of available Contractors \(a-z\)](#)



## Category Guide

### [Hurricane Response Supplies & Services](#)

- [Building & Industrial](#)
- [Furniture & Furnishings](#)
- [IT Solutions & Electronics](#)
- [Law Enforcement, Fire, & Security](#)
- [Recreation & Apparel](#)
- [Services](#)
- [Travel & Transportation Solutions](#)
- [Wildland Fire & Equipment](#)

### [Spring/Summer Supplies & Services](#)

- [Disaster Relief](#)
- [Hospitality, Cleaning, & Chemicals](#)
- [Laboratory, Scientific, & Medical](#)
- [Office Solutions](#)
- [Security Solutions](#)
- [Tools, Hardware, & Machinery](#)
- [Vehicles & Watercraft](#)



## News...

### Attention Tire Customers

Beginning January 1, 2010...Schedule 26 I will be merged into 23 V - Vehicle Multiple Award Schedule. The same Special Item Numbers (SINs) from schedule 26 I will be added to schedule 23 V, making them easy to identify. For more information, visit [GSA's Vehicle and Products](#) website.



## Quick Schedule

Go to



## Schedule Contracts

GSA schedule contracts offer direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing!

- [View schedule contracts](#)
- [GSA schedules info](#) [VA schedules info](#)



## Technology Contracts

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

- [View technology contracts](#)
- [GSA technology contracts info](#)



## State and Local Governments

### Cooperative Purchasing

States and localities can now purchase IT products, services, and support equipment as well as law enforcement, security, facilities management, fire, rescue, clothing, marine craft and emergency/disaster response products and services from Federal Supply Schedules.

- [View participating vendors](#)
- [Cooperative Purchase FAQ](#)



### Disaster Recovery Purchasing

Purchase products and services to facilitate recovery from a major disaster.

- [View participating vendors](#)
- [Disaster Recovery Purchasing FAQ](#)



## Get Quotes!

With GSA eBuy, getting quotes is just a click away!

[Go to eBuy now...](#)

Search:  all the words 

## Contractor Information



(Vendors) How to change your company information

**Contract #:** GS-00F-0000A  
**Contractor:** ABC COMPANY  
**Address:** 12345 ROCKING RD.  
 SUITE 000  
 SILVER SPRING, MD 20910-6261  
**Phone:** (301)000-0000  
**E-Mail:** abccompany@abccompany.com  
**Web Address:** http://abccompany.com

**Socio-Economic :** Small business  
 SBA Certified Small Disadvantaged business  
 SBA Certified 8(a) Firm

**Govt. Contracting Officer:**  
 ADAM A. SMITH  
**Phone:** 703-111-1111  
**E-Mail:** adam.a.smith@gsa.gov

Source	Title	Contract Number	Contract Terms & Conditions	Contract End Date	Category	View Items Available
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES	GS-00F-0000A		Feb 12, 2010	132 51	

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## **GSA Advantage!®**

- Online shopping and ordering system
- Government can use GSA Advantage!® to:
  - Search for items/services/suppliers
  - Perform market research
  - Compare features, prices, and delivery
  - Place orders
- Contractors can use GSA Advantage!® to:
  - Research competition
  - Sell to the federal marketplace

Welcome to the new GSA Advantage!

## Products

- Building & Industrial
- Furniture & Furnishings
- Hospitality, Cleaning, & Chemicals
- IT Solutions & Electronics
- Laboratory, Scientific, & Medical
- Law Enforcement, Fire, & Security
- Office Solutions
- Office Solutions-FSSI
- Recreation & Apparel
- Tools, Hardware, & Machinery
- Vehicles & Watercraft

## Services

- Advertising & Marketing Services ▶
- Building Material & Industrial Services ▶
- Energy Services ▶
- Engineering Services ▶
- Environmental Services ▶
- Facility Management Services ▶
- Financial Services ▶
- Furniture Services ▶
- HR & EEO Services ▶
- Language Services ▶
- Logistics Services ▶
- Management & Consulting Services ▶
- Office Services ▶
- Publication Services ▶
- Scientific & Medical Services ▶
- Security & Law Enforcement Services ▶
- Technology Services ▶
- Temporary Staffing Services ▶
- Transportation Services ▶
- Travel Services ▶
- Vehicles ▶

Be "Green" by using

# Welcome

how can we be of service today?

[Login to GSA Advantage!® »](#)

## We offer the widest selection of products and services!

At GSA, we are committed to assisting Federal employees worldwide by meeting today's acquisition challenges. GSA Advantage!® is the government's premier online shopping system. With GSA Advantage!®, you'll have instant access to literally millions of high quality products, services, and solutions from thousands of approved commercial vendors.

Thanks for choosing GSA!

## Special Programs



**AbilityOne Program**  
One-stop shopping for available AbilityOne solutions



**Wildland Fire Program**  
Quickly locate available approved NFES products



**Disaster Relief**  
We have a full range of products and services for relief & preparedness



**Security Solutions**  
Locate critical security related products and services



**Environmental Program**  
Direct access to green products & services



**American Recovery & Reinvestment Act**  
Use GSA Contract Vehicles for Recovery/Stimulus purchases.

## Strategic Sourcing BPAs

[Strategic Sourcing Home/View all BPAs »](#)

BPA Products



BPA Services



The new  
**GSA Advantage!®**  
is here!

[click here to learn more »](#)

## State & Local Governments

State and local governments can benefit by using GSA!

Click here »  
for more information



## Contractor Information

Want to know how to get a GSA Contract or get orders?

Click here »  
for more information



## Help

Forgot your password? Need to know how to check your order status?

Click here »  
to find the answers




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## **GSA Advantage!®**

- Provide a link to your company's website
- Pique the customer's interest
  - Utilize images (photos, logos, etc.)
  - List applicable environmental indicators
  - Write detailed product descriptions
  - Use generic terms that customers can understand

## Refine by Keyword

Find all these words 

Refine

## Categories

« Any Category

## Furniture &amp; Furnishings

Mobile files(2185)

## Narrow Results

## Contractors

See all Contractors

## Photos

show all

show only items with photos

## Socio-economic

Small Business(2124)

SBA cert disadvantaged SB(1591)

Woman owned SB(1464)

Svc disabled vet owned SB(1216)

SBA cert 8(a) firm(1118)

Veteran owned SB(946)

SBA cert HUBzone firm(914)

## Green/Special Features

American Recovery and Reinvest.  
(2113)

Disaster Recovery items(2052)

Recycled items (not CPG)(825)

GreenSeal Seal of Approval(512)

CPG Compliant Items(425)

Remanufactured Items(152)

Non-Toxic Items(68)

Biobased items(5)

Ergonomic Products(5)

Low volatile organic compounds(4)

## Manufacturer

HON COMPANY(511)

SAFCO(142)

ALERATEC(106)

SAFCO PRODUCTS COMPANY(93)

HON(90)

CHOICE INDUSTRIES CORP TW(77)

ICEBERG ENTERPRISES(67)

See all Manufacturers

## Search Results - Products

[See Services Results](#) 

Criteria: Mobile files

Sort by:

Most relevant

Limit by price:

[go to Expanded View \(What's this?\)](#)1 | 2 | 3 | 4 | [Next >](#)[FILE,FLAT,METL,5DWR,GY](#) 

SAF4994GRR

FIVE-DRAWER STEEL FLAT FILE, 40-3/8W X29-3/8D X 16-1/2H, GRAY SAFCO

Mfr: SAFCO PRODUCTS COMPANY



Buy/Compare 121

from \$704.00

(incl: [s](#) [w](#) [d](#) [8](#) [a](#) [d](#) [v](#) [h](#) [v](#) [o](#))[BASE,METL,F/4998TSR,TS](#) 

SAF4999TSR

BASE FOR FIVE-DRAWER STACKABLE STEEL FLAT FILES, 50 X 38, TROPIC SAND SAFCO

Mfr: SAFCO PRODUCTS COMPANY



Buy/Compare 134

from \$171.00

(incl: [s](#) [w](#) [d](#) [v](#) [8](#) [a](#) [d](#) [v](#) [h](#) [o](#))[BASE,METL,F/4998GRR,GY](#) 

SAF4999GRR

BASE FOR FIVE-DRAWER STACKABLE STEEL FLAT FILES, 50 X 38, GRAY SAFCO

Mfr: SAFCO PRODUCTS COMPANY



Buy/Compare 134

from \$171.00

(incl: [s](#) [w](#) [d](#) [v](#) [8](#) [a](#) [d](#) [v](#) [h](#) [o](#))[BASE,METL,F/4994GRR,GY](#) 

SAF4995GRR

BASE FOR FIVE-DRAWER STACKABLE STEEL FLAT FILES, 37 X 26, GRAY SAFCO

Mfr: SAFCO PRODUCTS COMPANY



Buy/Compare 133

from \$126.68

(incl: [s](#) [w](#) [d](#) [v](#) [8](#) [a](#) [d](#) [v](#) [h](#) [o](#))[FILE,FLAT,METL,5DWR,GY](#) 

SAF4996GRR

FIVE-DRAWER STEEL FLAT FILE, 46-3/8W X35-3/8D X 16-1/2H, GRAY SAFCO

Mfr: SAFCO PRODUCTS COMPANY



Buy/Compare 121

from \$843.52

(incl: [s](#) [w](#) [d](#) [v](#) [8](#) [a](#) [d](#) [v](#) [h](#) [o](#))

- Online Request for Quotation (RFQ) tool
- Allows for maximum contractor participation and competition
- Easy and efficient
- Results in best value purchase decisions

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below this image is a solid red horizontal bar that serves as a background for the title.

## eBuy Benefits

- Large customer base
- Access to RFQs/RFPs issued under your awarded SINS
- Email notifications
- Access to “real” customer points of contact

## Welcome

GSA's latest e-Business innovation, *e-Buy*, is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow Federal buyers to request information, find sources, and prepare RFQs/RFPs, online, for millions of services and products offered through GSA's Multiple Award Schedule (MAS) and Governmentwide Acquisition Contracts (GWAC).

Federal buyers can use e-Buy to obtain quotes or proposals for services, large quantity purchases, big ticket items, and purchases with complex requirements.

**TECHNOLOGY CONTRACTS**

on GSA eBuy

Schedule 70 - GWACs - Network Services and Telecommunications (SATCOM II)

[Learn More...](#)[▶ All About e-Buy](#)[▶ e-Buy Training](#)*Federal Government*

### Buyers

Please enter your GSA Advantage! Membership User ID and Password.

User ID

Password

[▶ Login](#)

- ▶ [Register for a User ID and Password](#)
- ▶ [I Forgot my User ID and/or Password.](#)

*MAS or GWAC*

### Contractors

Please enter your Contract number and Password as provided by the Vendor Support Center.

Contract Number

(Example: GS99F9999F  
or V123P1234A)

Password

[▶ Login](#)

- ▶ [Forgot Your Password?](#)  
Please contact the VSC at 1-877-495-4849 or e-mail us at [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov).

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## eTools Additional Information

- eLibrary
  - Select “Help”
- GSA Advantage!®
  - Select “Tutorial”
- eBuy
  - Select “eBuy Training”
- More information (tutorials, statistics, etc.)
  - Go to GSA.gov and search “eTools”, then click on “New eTools for GSA Advantage! And eBuy”



## eTools Summary

System	Description	MAS Contractors Can:	Government Buyers Can:
<b>eBuy</b>	Electronic RFQ/RFP system	Tap into large customer base, access to RFQs/RFPs	Request info, find sources, prepare RFQs/RFPs
<b>GSA eLibrary</b>	Provides latest contract award information (GSA and VA schedules)	Perform market research	
<b>GSA Advantage! ®</b>	Online shopping and ordering system	Research competition, sell to the Federal marketplace	Search for items, services, suppliers, perform market research, place orders, and compare features, prices, and delivery



# Researching Past Purchases

## ➤ Schedule Sales Query

- Research your competitors
- Research the amount of sales per Schedule and SIN
- <http://ssq.gsa.gov>

### *Schedule Sales Query Report Generation System*

#### Step 2 of 3

We have various report formats from which to choose. Please see the **examples** of each report to determine which one will suit your needs. Please select the type of report you want to view.

- ☒ 1. All Schedules by Fiscal Year
- ☐ 2. All Schedules by all Available Fiscal Years
- ☐ 3. SIN & Schedule Totals by Fiscal Year
- ☐ 4. All Contract Sales by Schedule by Fiscal Year
- ☐ 5. Schedule Sales Grand Total by Quarter by Fiscal Year
- ☐ 6. Total for All Quarters by Contractor by Fiscal Year
- ☐ 7. Total by Quarter & SIN by Contract Number and Fiscal Year
- ☐ 8. Total for Each Quarter for a Specific SIN by Fiscal Year
- ☐ 9. Total by Quarter & Contract for a Specific Contractor and Fiscal Year
- ☐ 10. Total by Contractor for a Specific Schedule and Fiscal Year
- ☐ 11. All Sales by Fiscal Year for a Specific SIN Number

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

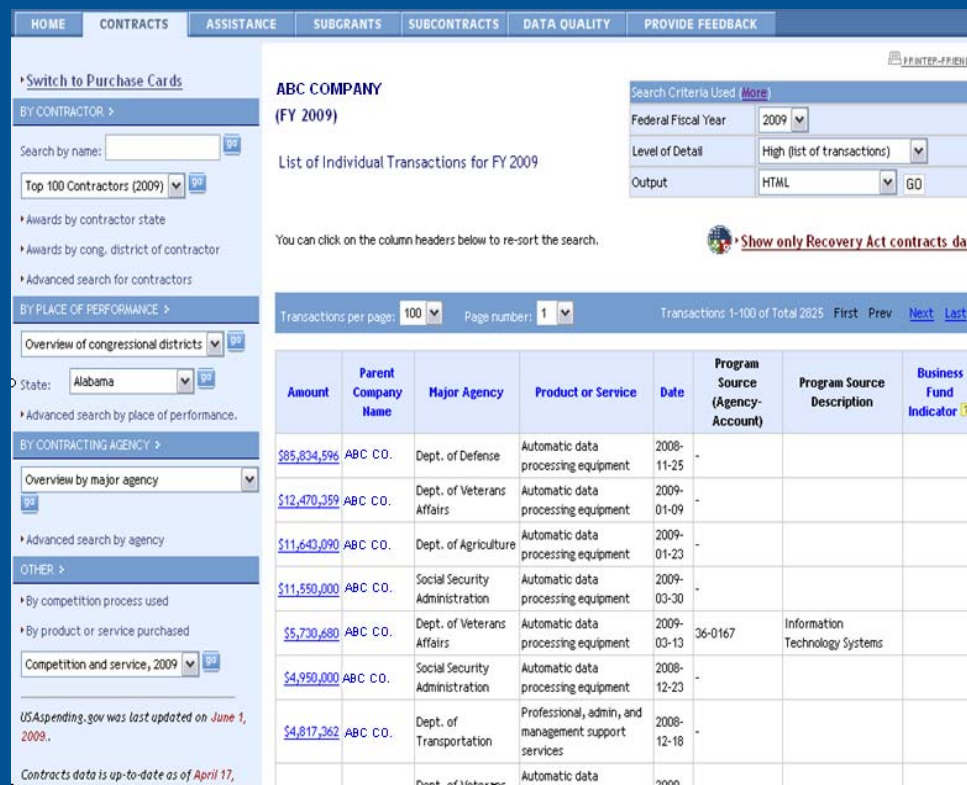
## Researching Past Purchases

- Federal Procurement Data Systems (FPDS)
  - Detailed information on all federal contract actions over \$3,000
  - Identifies who bought what, from whom, for how much, when, and where
  - Research your competitors
  - Research purchases by targeted customers
  - <https://www.fpds.gov>

# Researching Past Purchases

## ➤ USA Spending

- Research your competitors
- Identifies who bought what, from whom, for how much, when, and where
- Easy to navigate
- [www.usaspending.gov](http://www.usaspending.gov)



The screenshot displays the USA Spending website interface. The top navigation bar includes links for HOME, CONTRACTS, ASSISTANCE, SUBGRANTS, SUBCONTRACTS, DATA QUALITY, and PROVIDE FEEDBACK. The left sidebar contains search filters: 'Switch to Purchase Cards', 'BY CONTRACTOR >' (with a search by name field and a 'Top 100 Contractors (2009)' dropdown), 'BY PLACE OF PERFORMANCE >' (with an 'Overview of congressional districts' dropdown and a 'State: Alabama' dropdown), and 'BY CONTRACTING AGENCY >' (with an 'Overview by major agency' dropdown). The main content area is titled 'ABC COMPANY (FY 2009)' and shows a 'List of Individual Transactions for FY 2009'. Search criteria used are: Federal Fiscal Year: 2009, Level of Detail: High (list of transactions), Output: HTML. A table of transactions is displayed with columns: Amount, Parent Company Name, Major Agency, Product or Service, Date, Program Source (Agency-Account), Program Source Description, and Business Fund Indicator. The table lists several transactions for ABC CO. from various agencies like Dept. of Defense, Dept. of Veterans Affairs, and Social Security Administration.

Amount	Parent Company Name	Major Agency	Product or Service	Date	Program Source (Agency-Account)	Program Source Description	Business Fund Indicator
\$85,834,596	ABC CO.	Dept. of Defense	Automatic data processing equipment	2008-11-25	-		
\$12,470,359	ABC CO.	Dept. of Veterans Affairs	Automatic data processing equipment	2009-01-09	-		
\$11,643,090	ABC CO.	Dept. of Agriculture	Automatic data processing equipment	2009-01-23	-		
\$11,550,000	ABC CO.	Social Security Administration	Automatic data processing equipment	2009-03-30	-		
\$5,730,680	ABC CO.	Dept. of Veterans Affairs	Automatic data processing equipment	2009-03-13	36-0167	Information Technology Systems	
\$4,950,000	ABC CO.	Social Security Administration	Automatic data processing equipment	2008-12-23	-		
\$4,817,362	ABC CO.	Dept. of Transportation	Professional, admin, and management support services	2008-12-18	-		
		Dept. of Veterans Affairs	Automatic data processing equipment	2009-01-09	-		

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## Past Performance

- Whether you are selling products or services, your potential federal customers want (and at times are required) to review your federal past performance history
- If you already have federal customers – GREAT! Be sure to identify those past procurements to future potential federal customers
- If you find yourself without a strong federal past performance resume (or do not have one at all) keep the following things in mind

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Past Performance

- Performing as a subcontractor or as a member of a Contractor Team Arrangement (CTA) can give you experience working with federal customers
- Utilize socio-economic attributes as a means to stand apart from competitors
- Try starting small -
  - Successfully completing smaller procurements will not only help strengthen your past performance resume, but over time they could escalate into more significant procurements

An American flag is visible in the top left corner of the slide, showing the stars and stripes. The rest of the slide has a solid blue background.

## Opportunities for Small Businesses

- Every agency has goals for awarding orders to small businesses and some programs have “set-asides”
- Large businesses have Subcontracting Plans
- Subcontractor work to prime contractors are not generally reportable sales under your GSA contract
- Additional small business assistance
  - Regional Office of Small Business Utilization Centers
  - Commercial Market Reps with the SBA

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar that serves as a background for the title.

## Finding Subcontracting Opportunities

- Additional Subcontracting Resources
  - [GSA eLibrary](#)
  - [GSA Advantage! ®](#)
  - [Federal Procurement Data System \(FPDS\)](#)
  - [Business Partner Network](#)
  - [GSA iGuide – Small Business Subcontracting](#)
  
- Subcontracting Directories
  - [SBA's SUBNet Directory and Search Engine](#)
  - [GSA's Subcontracting Directory](#)

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar that serves as a background for the title.

## Additional Procurement Opportunities

- FedBizOpps (FBO)
  - Single source for federal government procurement opportunities
- DLA Internet Bid Board System (DIBBS)
  - Allows detailed RFQ searches
- Procurement Technical Assistance Centers (PTAC)
  - Local resource available at no or nominal cost
  - Bid Matching Service helps you find opportunities
- Federal Acquisition Jumpstation
  - Your link to a host of federal acquisition opportunities

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Government Contacts

- Federal Yellow Book Mailing List
  - Contact info for over 40,000 officials in the Executive Branch
  
- List of Military Installations
  - Contact info for Military Installations Worldwide
  
- List of Valid Contracting Offices - FPDS
  - Agencies and Contracting Offices

# GSA “Logo” Identifiers

- You are encouraged to place the GSA identifier (logo) on your web site for those supplies or services covered by your contract
- Visit [GSA Logo](#)



Schedule  
Contract



Contract Holder



*Advantage!*<sup>®</sup>  
[www.gsaadvantage.gov](http://www.gsaadvantage.gov)

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Other GSA Resources

- GSA Training Events and Expos
- GSA iGuide
  - iGuide Business Development Site
- Office of Small Business Utilization (OSBU)
  - Forecast of contracting opportunities
  - Training and Publications
  - National calendar of events

The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Chapter 5: Modifications

- Common Types
- Submission
- eMod
- Rapid Action Modifications (RAM)
- Mass Modifications
- Economic Price Adjustments
- Basis of Award

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below this image is a solid red horizontal bar that serves as a background for the title.

# Modifications

## ➤ Definition

- Any unilateral or bilateral change to the MAS contract

## ➤ Purpose

- To keep your contract current

## ➤ Common Types

- Price Adjustments
- Adding/Deleting Products and Services
- Change of Ownership/Name
- Administrative

# Contractor Initiated Modifications

## ➤ Methods of submitting modifications

- eMod (*preferred method*)
- Central Intake Desk (CID)

Note - GSA *Advantage!*® is not a substitute for eMod or the CID



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# Modification Request

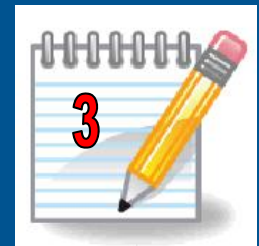
Include:

- Schedule number and contract number
- What you're requesting
- Rationale for request
- Commercial Sales Practices Format
- Documentation to support request
- Any additional information as required by applicable contract Clauses or PCO

*Reference: Clause 552.243-72 of your contract*

# Changing Products or Services

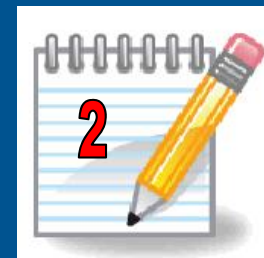
- Be proactive in proposing to add and delete items from your contract
- Reasons to Add
  - New commercial products or services
  - Customer request
  - Increasing marketability
- Reasons to Delete
  - Products or services have become obsolete
  - Reducing the breadth or depth of contract coverage to simplify management of contract



# Change of Ownership or Name

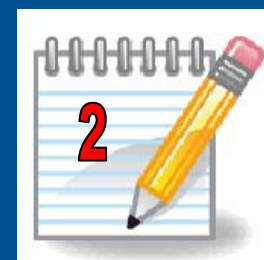
## ➤ Novation Agreement

- Transfer of all of the contractor's assets, or transfer of the portion of assets involved in performing the contract
- Notify PCO and ACO within 30 days
- Required documentation can be found in FAR Part 42.12



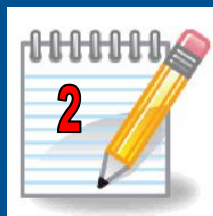
## ➤ Change-of-Name Agreement

- Only change in company's legal name
- Both parties rights and obligations are unaffected
- Required documentation can be found in FAR Part 42.12



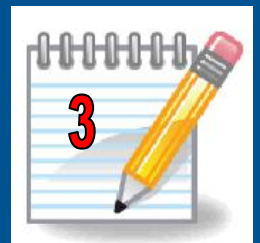
# Administrative Information

- Correct Administrative Information
  - Address
  - Phone Number
  - Email
  - Contact for Contract Administration
  - DUNS



# eMod

- eMod is an online contract modification request tool
  - Request is electronically transferred to contracting office
  - Modification is signed electronically
  - Required for certain Schedules, but available to *all* Schedules
  
- The types of modification that can be executed using eMod are:
  - Add or delete products/services
  - Add or delete SIN(s)
  - Price reductions
  - Economic Price Adjustments
  - Administrative & technical changes



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## Using eMod

- eMod access available at <http://eoffer.gsa.gov>
- Users need a digital certificate
  - [http://eoffer.gsa.gov/eoffer\\_docs/compliCert.html/](http://eoffer.gsa.gov/eoffer_docs/compliCert.html/)
  - Digital Signature Trust  
<http://www.identrust.com/gsa/index.html>
  - Operational Research Consultants  
[www.aces.orc.com](http://www.aces.orc.com)
- [eMod training](#)
- [Digital Certificate Training](#)

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## Rapid Action Modifications (RAM)

➤ The following changes are eligible for a RAM

### Administrative Modifications

- Contract administrator
- Phone number
- Fax number
- Web URL
- Email address
- Authorized negotiator
- Authorized dealer

### Deletion Modifications

- Labor category
- Products
- Special Item Numbers (SINs)
- Authorized dealer

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# Mass Modifications

## ➤ Mass Modifications

- An electronic method used to issue uniform modifications to large segments of the MAS contractor community
- Commonly used to keep existing contractors' Terms and Conditions up-to-date
- You are notified via email that a modification is available for action at the [Vendor Support Center](#)
- Be sure to read and understand what you're agreeing to

## Mass Mods and Contracts Online

- Contractors who accept a modification (s) to update the terms and conditions of their contract will receive a symbol on their Schedule eLibrary record

an example:



- This symbol allows ordering activities greater visibility of the up-to-date terms and conditions of a contract

# Economic Price Adjustments

- Mechanism that permits the raising or lowering of prices over the life of the contract
- Method established at time of award
- Be familiar with your method to ensure that you are complying with the Economic Price Adjustment clause (552.216-70) in your contract



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# Economic Price Adjustments

## ➤ Increases

- *Commercial Pricelist*
  - Prices fixed for first 12 months
  - No more than 3 increases/year
  - Percentage ceiling
  - Requires a modification request to implement
- *Escalation Rate*
  - Negotiated at time of award
  - Set increase once a year
  - Does not require a modification to implement
- *Market Indicator*
  - Negotiated at time of award
  - Increases dependent on indicator performance
  - Requires a modification request to implement

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## Basis of Award Customer(s)

- Commercial Sales Practices (CSP) Format
  - Used for schedule contract negotiations and relates to the terms and conditions offered to your commercial customers.
  - Explanation of Information Required in CSP Format
- Basis of Award (BOA)
  - Established at time of award
  - Some contracts have different language describing BOA
- Price Reductions Clause 552.238-75
  - BOA relationship must be maintained throughout the life of the contract

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## Basis of Award Example

- *“The basis of award customer relationship for this contract with is as follows: The basis of award customer (XYZ Company) receives a 10% discount from the commercial pricelist. GSA contract customers receive the same 10% or better discount throughout the life of the contract. This pricing relationship needs to be maintained throughout the life of the contract in accordance with Price Reductions Clause 552.238-75”*
- Review your contract to understand your specific BOA relationship and the Price Reductions Clause

## Monitoring Basis of Award Pricing

- Contractors should have a system or process in place to monitor the discount relationship
- The IOA will be verifying the contractor is aware of their Basis of Award Customer and has a system or procedures in place to ensure the discount relationship is maintained



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## Spot Discounts to Contract Customers

- One-time discounts from your contract prices can be given to a GSA contract customer are referred to as “spot discounts”
- Do not need to be offered to all Schedule contract customers
- If discounts are offered continuously, lower prices may be negotiated when option periods are exercised

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. This image serves as a background for the chapter title.

## **Chapter 6: Contractor Relationships**

- Contractor Team Arrangements
- Blanket Purchase Agreements
- Authorized Dealers

# Contractor Team Arrangements (CTA)

## ➤ Definition

- Two or more Schedule contractors joining forces to provide a total solution to a customer

➤ For more information, visit [www.gsa.gov/cta](http://www.gsa.gov/cta)



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## Contractor Team Arrangements (CTA)

### ➤ Benefits

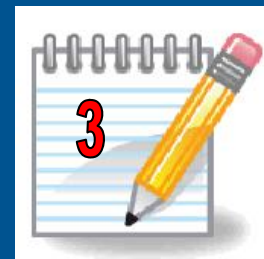
- Ability to combine individual capabilities
- All team members have ownership over their portion of the order
- Expands your marketability
- Helps you stay within the Scope of your contract
- Share of risks and rewards

### ➤ How do I find a potential team member

- [GSA eLibrary](#)
- [GSA Advantage!®](#)

# Contractor Team Arrangement (CTA) Considerations

- Written Contractor Team Arrangement Document should include...
  - Team members' roles and responsibilities
  - Contract numbers
  - Products/services and pricing
  - Customer service and warranty issues
  - Payment information
- Ordering Agency notification
  - Notify the customer
- Sales Reports and IFF Remittance
  - Each team member is responsible for reporting their sales and remitting their respective portion of the IFF



The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Blanket Purchase Agreements (BPA)

### ➤ Definition

- “Charge accounts” to fill recurring needs for supplies and services

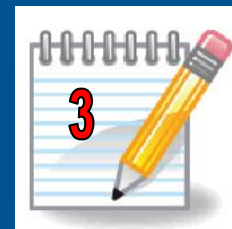
### ➤ Benefits

- Simplifies the filling of recurring needs for supplies or services
- Leverages customer’s buying power by taking advantage of quantity discounts
- Saves administrative time
- Reduces paperwork

### ➤ For more information, visit [www.gsa.gov/bpa](http://www.gsa.gov/bpa)

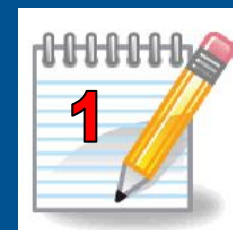
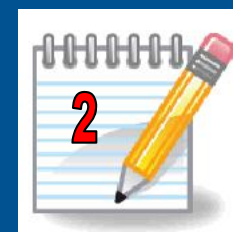
## Blanket Purchase Agreements (BPA)

- A Schedule BPA should not exceed base period of the contract
- Contractors are encouraged to provide additional discounts—this is a best practice that helps to distinguish outstanding contractors
- When issued against a Schedule, the sales and IFF are reportable
- Open market items can only be listed when certain criteria are met as provided by FAR 8.402(f)
- Agencies are encouraged to seek out small business participation when establishing BPAs



## Participating Dealers

- Must be listed in your price list Terms and Conditions and in *GSA Advantage!*®
  - To ensure that ordering agencies are aware
- Must comply with Clause 552.232-83—Contractor Billing Responsibilities
  - Ensures that sales are accurately tracked and reported
- Must agree in writing to comply with your contract terms and conditions



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## Chapter 7: Other Responsibilities

- Minimum Sales Requirement
- Business Partner Network
  - Central Contractor Registration
  - Online Representations and Certifications
- Subcontracting Reporting
- Bankruptcy
- Warranties
- Delivery
- Section 508

## Contract Sales Criteria I-FSS-639

- All Schedules contractors are required to generate \$25,000 in sales within the first two years of their contracts and to maintain \$25,000 in sales per year thereafter
- These sales requirements apply on a 12 month basis - requirements cannot be met by taking an average of sales over a specified period of time
- The Government may elect to cancel your contract if you do not meet the minimum sales requirements



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## Business Partner Network (BPN)

- BPN provides views into key data bases across Federal Agencies. These databases are:
  - Central Contractor Registration (CCR)
    - All federal agencies use CCR
    - Required registration
  - Online Representations and Certifications Application (ORCA)
    - Mandates that Reps and Certs are updated electronically on an annual basis
- CCR and ORCA website address: <http://www.bpn.gov>

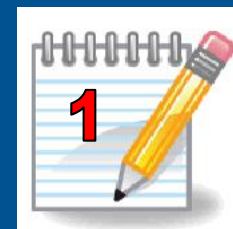
# Subcontracting Plans and Reports

- Large businesses have a responsibility to adhere to the Subcontracting Plan they negotiated into their contract and must make a “good faith effort” to meet or exceed subcontracting goals
- Large businesses must submit their subcontracting reports to the Electronic Subcontracting Reporting System (eSRS) website
  - Summary Subcontracting Report (SSR)
    - Submitted annually no later than 10/30
  - Individual Subcontracting Report (ISR)
    - Submitted biannually – no later than 04/30 and 10/30
- Refer to <http://www.esrs.gov/>



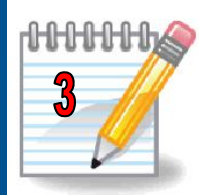
# Types of Qualified Business Categories

- Small (including Alaskan Native Corporations (ANC) and Indian tribes)
- Disadvantaged (including ANC and Indian tribes)
- Woman-owned
- HUBZone
- Veteran-owned
- Service disabled veteran-owned



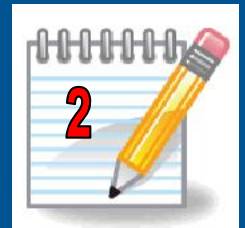
# Bankruptcy

- If you have entered into bankruptcy proceedings
  - Notify the PCO in writing within five days of the initiation of the proceedings
- Reference 52.242-13 for more information



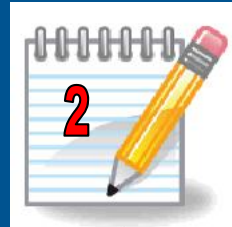
# Warranties

- Be familiar with the warranty terms in your contract
- Comply with all requirements
  - If your commercial warranty was incorporated into your contract, comply with its provisions
- Warranty claims - handle promptly and efficiently



## Delivery History

- Be familiar with any delivery clauses in your contract and delivery terms on individual orders
- Comply with the delivery time outlined in the clause(s) or any other delivery terms that were negotiated at time of award
- Remember that timely delivery preserves your reputation as a reliable contractor



The top of the slide features a close-up of the American flag, showing the stars and stripes. Below the flag is a solid red horizontal bar.

## Section 508

- Part of the 1998 amendments to the Rehabilitation Act of 1973 requires that all electronic and information technology (EIT) developed, procured, maintained, or used by the Federal government be accessible to people with disabilities
- If you're selling EIT products or services to federal customers, they must comply with Section 508 Technical standards
- Register with the Buy Accessible Data Center, a tool that assists customers with market research to find vendor-provided accessibility information about EIT products and services

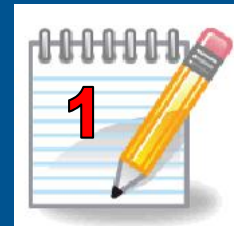
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## Chapter 8: Hot Topics

- Trade Agreements
- Scope
- Environmental Products

# Trade Agreements Act (TAA)

- The TAA implements various international trade agreements and other trade initiatives
- TAA is applicable to all Schedule contracts (including services)
- Trade Agreements clause (FAR 52.225-5) is included in contracts via the standard commercial items clause (FAR 52.212-5(b))
  - Trade Agreements Certificate (FAR 52.212-3(g)(4))
- Contractors must only provide U.S.-made or designated country end products
- Refer to FAR 25.003, Definitions for a complete list of designated countries



# What is a Compliant TAA End Product



Wholly the growth, product,  
or manufacturer of

U.S. or  
Designated  
Countries

If consists of materials from  
another country, has been  
substantially transformed

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below this image is a solid red horizontal bar that serves as a background for the title.

## TAA – Your Responsibilities

### ➤ Products vs. Services

- For contractors providing products - all items must be manufactured in the U.S. or a designated country
- For contractors providing services - the country of origin is considered to be the country where the company is established

### ➤ Review your price list and *GSA Advantage!*® file for accuracy and any possible noncompliant items

- Notify your PCO if noncompliance is uncovered

### ➤ Ensure that you have a control system and/or process in place to track the country of origin of all products—it is not required, but it is a good idea

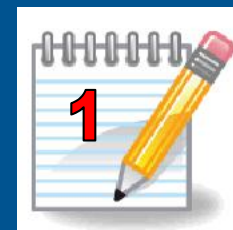
# Scope

## ➤ What is “scope”

- “Does the work being performed or the products being provided fall within the descriptions of the Special Item Numbers (SINs) that I was awarded, and is the service or product authorized under my contract?”

## ➤ Why it is important

- You must only sell those products and services awarded under your contract
- To maintain the integrity of the Schedules program
- To protect you from any unintended consequences



# Scope



- Only sell products and services that fall within Schedule/SIN descriptions
- If products and services are being sold, and they are not on your Schedule contract, do **not** represent them as such

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## Staying Within Scope
















- There are possible avenues to take to ensure that you are accepting and performing work that is within the scope of your contract
  - Obtaining additional MAS contracts
  - Contractor Team Arrangements
  - Modifications (Additions/Deletions)

# Environmental Products

- It has become everyone's responsibility to improve our decisions regarding the environmental impact of the products we purchase – this also applies to government procurement
- The environmentally friendly products and services available through the MAS contracts helps the government achieve their environmental goals

Select an environmental program below

Note: checking more than one will return only those items having all the indicators selected

- |   |   |  |
|---|---|--|
| <input type="checkbox"/>  BioPreferred               | <input type="checkbox"/>  GreenSeal Seal of Approval       | <input type="checkbox"/>  GreenGuard              |
| <input type="checkbox"/>  Energy Star Compliant      | <input type="checkbox"/>  NESHAP Compliant                 | <input type="checkbox"/>  EPA Primary Metals Free |
| <input type="checkbox"/>  CPG Item                   | <input type="checkbox"/>  PRIME Item                       | <input type="checkbox"/>  Low VOC                 |
| <input type="checkbox"/>  EPEAT                      | <input type="checkbox"/>  S.N.A.P. Approved                | <input type="checkbox"/>  Biodegradable           |
| <input type="checkbox"/>  FEMP Energy Efficient item | <input type="checkbox"/>  Forest Stewardship Council (FSC) | <input type="checkbox"/>  WaterSense              |

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## Environmental Products

- Contractors self-certify that products listed on GSA *Advantage!*® and their contract price list meet the criteria for an environmentally friendly product
  - Energy Star and EPEAT compliant products are automatically designated as such in GSA *Advantage!*®
- Contractors are responsible for demonstrating the environmental product attributes listed in GSA *Advantage!*® are correct (with the exemption of Energy Star and EPEAT products)
- Further information regarding GSA's environmental program can be found on the GSA *Advantage!*® environmental website

## Environmental Products and the CAV

- Be able to demonstrate to the IOA that the products offered meet the criteria designated by GSA as environmentally friendly products
- The documentation may include but is not limited to:
  - Certification from the manufacturer of the product
  - Government documentation showing testing/acceptance
  - Other methods of demonstrating compliance with your self-certified environmental attributes



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## You're on the Road to Success

- The Vendor Support Center (VSC) website is your portal for a wealth of information
- The iGuide
  - An interactive electronic reference tool
  - Consolidates administrative and marketing information and websites
  - Supplement to the New Contractor Orientation
  - Available on the VSC under “Publications”



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Federal Acquisition Service

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A close-up of the American flag, showing the stars and stripes, is positioned at the top of the slide.

## Recap of Topics

- To recap, we've talked about
  - Price lists and GSA *Advantage!*®
  - Sales tracking and quarterly reporting
  - Business development tools
  - Contract modifications
  - Contractor Team Arrangements, BPAs, and Subcontracting
  - Scope of contract, Trade Agreements Act, and Environmental Products

## Next Steps

We encourage you to download a copy of this presentation for future reference or training

